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The Travel Report

September 1990 saw the introduction of the first Travel Report from Treasury and numerous people called my manager, Rod Parsons, and inquired, "Who is Mich"? My complete name is Michelina Sardella Trapid but everyone calls me Mich. In January 1990 I was assigned the duties and responsibilities of Travel Coordinator for the University. I am a member of the Accounts Payable Team of the Treasury Office and may be reached at local 4921.

Update

It's hard to believe that we're only a few weeks away from the Christmas holidays. I hope that you are not like me, procrastinating when it comes to Christmas shopping, even though my shopping list has been made over two months ago. Well, let me tell you about the goodies that the Treasury Office has in-store for you this Christmas...

Toronto Tickets

I still have a few refundable tickets left for Toronto for the price of $315.00 each. These tickets can be used for both personal and business trips. All you have to do is call me with the exact dates and approximate time you would want to leave and I will make the proper arrangements. Remember, you can still obtain certain seat sales but those tickets are non-refundable. Don't make the mistake of paying for tickets that, for some unforseen reason, you may not use!

Questionnaire

I would like to thank you for your positive feedback regarding Concordia's recommended travel agencies. Comments are still coming in and the statistics are now being calculated. Hopefully in the next few months, after the revisions, I will be able to let you know the outcome of your replies.

Workshops

From February through April with the help of Rod Parsons, we are still holding workshops on the Travel Policy and Procedures. For those individuals who want to attend, the workshops will be held the first Wednesday of every month. All you have to do is call me at 4921 and you will not only be registered for the workshop but also be included on our mailing list, where you will receive additional information regarding travel (i.e., price specials, helpful tips, etc.).

G.S.T.

The black coal in our Christmas stocking is the G.S.T. law effective 1991. The law introduces new rules, regulations and a revised formatting for reporting travel expenses. Look for our communiqué on this subject when you return from your Christmas break.

Hotel Château Versailles

Effective November 1, 1990, I have, with the help of Château Versailles, consolidated all outstanding and future accounts to a central billing account for the University. The purpose for this consolidation is to avoid any possible delinquency charges on outstanding accounts and to centralize invoicing. This centralization procedure will help me to negotiate preferred room and conference rates for the University. The only change most of you will experience is that an invoice will not be sent to you. Instead, a confirmation and an authorization form will be sent by me for your review and approval. Once your approval is given, all corresponding documents must be returned to my attention promptly. Monthly, Château Versailles invoices the University for all charges it has incurred and once reconciled with your approved confirmations, a single payment is issued.

Travellers' Cheques

As you may well know, Lynn Northrup, who was responsible for issuing American Express Traveller's Cheques, has left Accounts Payable on maternity leave. Well, I'm happy to announce that she has given birth to a healthy 9 lb. baby boy on October 23, 1990. The Travellers' Cheques are now the responsibility of Sandy Whitney and you may contact her at local 4943.

Hotel Château Champlain

From January 1, 1991 until December 31, 1991, the hotel is offering the employees, guests and Alumni of Concordia University, a corporate rate. Our corporate rate for a standard room for both single and double occupancy is $99.00 and the business class room, for both single and double occupancy, is $119.00. Some of the Business Class rooms include private check-in and check-out facilities, complimentary newspaper and private breakfast lounge with deluxe complimentary continental breakfast.

Also, whenever you make a reservation with Château Champlain or any other CP Hotel, I would appreciate it if you would use the following registration number: **19098**. This number will give me statistics on how many nights we spend in the CP Hotels as well as which hotel was used most often. With this information, I can negotiate a preferred rate for the new term. So remember, when making a reservation with a CP Hotel here in Montreal, Vancouver, or Halifax, use our registration number.

Le Chantecler

This deluxe hotel located in the Laurentians is an hour's drive from Montreal and is offering Concordia University great rates for conferences. Their rate includes the cost of the conference rooms, meals, and indoor/outdoor activities. If you are considering holding a conference, workshop or a get-away weekend in the future, this is one place to consider. For more information, please call Micheline Rancour at 393-8884 or 685-7761.

Car Rentals

Recently, Rod Parsons and I negotiated yearly rates for Concordia University on car rentals from four major companies -- Budget, Hertz, Tilden/National and Avis. All four companies will issue identification stickers with authorization numbers which will enable the traveller to receive a discount rate. The stickers will be available from any one of Concordia's recommended travel agents and when travel advances are issued. We recommend that the stickers be placed on the back of Concordia's I.D. card and they are only available for full-time employees. All car rental companies have given us rates across Canada, United States and Europe except Budget, where no European rate was available.

Our Purchasing Department has also negotiated a local deal with Budget for Quebec and a release requisition is required when renting a vehicle. If a release requisition is not given, the sticker can be shown but the rate charged will be higher than the local rate which is lower than the national rate. Enclosed is a list of the car rental companies, their rates and advantages for renting their vehicles.

Travellers' Profile

In the new year, I will be sending out a travellers' profile form for those individuals who travel often on University business. The information you give will enable our recommended travel agents to help you by letting the airlines know your preferences in food, seating arrangements and they will receive your frequent flyer points. Therefore, it is important to fill in our form so that travelling can become a pleasure instead of an inconvenience.

Aerocar

Recently, I heard about a transportation service that some of you may not be aware of. If you're like me and like to save money, here goes... Aerocar is a bus service, being offered by both Mirabel and Dorval airports, which travels into the heart of our city for a minimal cost. For more information, please call Aerocar at (514) 397-9999.

Via Rail

Via Rail announced a joint promotion with American Express. The cardholder will benefit automatically from an upgrade to first class from economy class on Via Rial by purchasing their ticket with their American Express Card.

Car Insurance

Enclosed is an update from our Director of Finance, Doug Meadows, on car rental insurance. Please read his memo carefully and if you have any questions, he can be reached at local 4934.

Wrap-Up

On behalf of the Treasury staff, I would like to extend season greetings and best wishes for the new year. Have fun, and I hope to hear from you in 1991.■